

2018
JULY MONTHLY REPORTS
EXECUTIVE SUMMARY
(Taken from Each Department's Report)

FIRE DEPARTMENT

- Coordinated installation of outdoor chalkboard
- Violent intruder training with the Boone County Sheriff's department special response team
- Attended tactical vest training
- Attended ISO Grading Seminar hosted by Zionsville Fire Department
- Conducted 2018 Engineer Promotion Process written and practical skill testing
- Provided stand-by coverage for July 4th Celebration
- Completed all teacher curriculum and quizzes for Kindergarten-2nd grade presentations
- Introduced the "Kiddie Challenge Course" at the Zionsville Community Challenge

POLICE DEPARTMENT

- Zionsville Police Department held "Active Shooter" training.
- Chief Knox, Captain Morris and Captain Musgrave met with applicants.
- Special Olympics Torch Run.
- Captain Musgrave recognized by the Indiana American Legion as District 6 "Police Officer of the Year". At the State Convention.
- Chief Knox, Captain Morris and Captain Musgrave attended Boone County Law Enforcement Department Head meeting at the Lebanon Police Department.
- Zionsville Police Officers attended School Resource Officer Certification training.
- Zionsville Police presented program to BACA.
- Captain White attended training on Records Management.
- Zionsville Police Department hosted "Coffee with a Cop" at McDonalds.

WASTEWATER DEPARTMENT

- Merrell Bros hauled biosolids from the wastewater treatment plant beginning on July 18th and finished on July 19th. 230 wet tons were transported to their regional biosolids center.
- Work continued this month on the generators at Ravinia and Oakridge. Both are on site and placed on their concrete pads. Waiting for Vectren to have the availability to run the gas service to one and add gas meters to both.

PLANNING AND ECONOMIC DEVELOPMENT

- The Department reviewed / issued 115 building permits, accepted three (3) sign permits, and conducted 571 inspections.
- The Department accepted five (5) Board of Zoning Appeals filings and four (4) Plan Commission filings.
- The Department provided staff support for four (4) public meetings and generated 23 reporting documents associated with those meetings.
- The Department attended and participated in the June 18, 2018 Duke Energy Site Selection team meeting associated with Creekside Corporate Park
- The Department participated in the July 6, 2018 Zionsville Olive Tap Ribbon Cutting

IT DIRECTOR

- Report not submitted.

STREET AND STORMWATER DEPARTMENT

- **ZIONSVILLE RD. PROJECT** - Due to delays in securing additional right of way from the final parcels necessary to construct this project, it has been determined that it is necessary to delay the start of road construction until the spring of 2019. This is also necessary to allow the multiple utilities along the corridor to completely relocate their facilities and get them out of the way of the road expansion. Beginning on or after August 6th, the road will close to through-traffic while clearing takes place with local access being maintained in all directions; this is the removal of all trees, shrubs and plant material along the corridor necessary to accommodate the project. Once the clearing is complete, the utilities will be on site for 60 to 90 days; during this time, the road will be open to through-traffic, but drivers should expect to encounter traffic control personnel. The project is now anticipated to be complete by the end of November, 2019.
- **MAIN ST. BRIDGE PEDESTRIAN IMPROVEMENTS** - A contract has been executed and a Notice to Proceed issued to Duncan Robertson, Inc. for the modifications to the Main St. bridge over Eagle Creek providing a ten-foot multi-use pathway on each side of the bridge. Work is expected to begin on or after August 13th, with two-way traffic being maintained. The project is expected to be completed by the end of November.
- **CR 700 PATHWAY PROJECT** - Concrete work has resumed on this project and is expected to be completed by August 6th. The placement of the final area of asphalt to tie the pathway into the internal network of Royal Run is expected to be completed immediately thereafter.

ADMINISTRATION/HR

Edward Mitro

- Telephone conference with Joe Rust and Kevin Stelmach of MetroNet to discuss service to various Town Buildings.
- Along with Mayor Haak, conducted mid-year performance reviews for all Town Management team.
- Draft Individual Departmental Budgets submitted.
- Met with Finance Director Lacy, Deputy Director Doris Preyer and Town Attorney Heather Willey to review draft public assistance policy for the Town.
- Met with Police Chief Knox and Chamber Executive Director Phillips to discuss Street dance event.
- Met with Mayor Haak, Planning and Economic Development Director DeLong and Steve Henke to discuss next steps on the Holliday Farms development.

Sue Jones/HR

Processed: 26 Change of Status; 8 Verification of Employ / Salary; 1 Court Order; 1 Orientation; 4 COBRA – New Hire;
2 STD / FMLA

- PCORI Fees – IRS Form 720 completed for all insureds; department cost breakdowns calculated, and info sent through accounts payable.
- Worked with the Department of Finance and Records and our dental/vision carrier to correct dental and vision enrollment errors that occurred with our change to online enrollment.
- Completed enrollment lists for PPO and the HDHP. We will be getting mandatory notices, policy amendments, and other enrollment information to all employees in the next couple of weeks.
- Met with LA Fitness representative regarding wellness initiatives.
- Attended IndySHRM session: *Using Assessment Data*.

COMMUNICATIONS AND COMMUNITY RELATIONS

- Press releases sent: Creekfest event, Schedule changes in Zionsville Road Project
- Wrote and sent monthly e-newsletter.
- Along with Mayor, met with Gabi Youran to discuss her involvement in Be SMART.
- Coordinated with various groups on Creekside Corporate Park website updates.
- Coordinated with Zionsville Chamber regarding updates to About Town guide.
- Worked with IT Director on installation of new door software.
- Completed final layout of tourism website
- Met with Boone County Chamber regarding Around Boone County publication.

FINANCE AND RECORDS

- Met with Deputy Mayor and Deputy Director regarding Rural to Urban Trash Service Changes
- Met with Director of Communication and Deputy Director regarding online account registrations via Town website
- Met with Deputy Mayor regarding 2019 budget matters
- Completed all bank reconciliations
- Met with Mark Adam of Crowe regarding bank reconciliation review and 2019 budget.
- Participated in conference call with Crowe and Chief Deputy Director regarding 2019 budget matters
- Provided reports to Crowe for 2019 budget

PARKS AND RECREATION

- *Zionsville Parks Golf Course:* The gross revenues for this past month were at ~\$43,603. The prior month's gross profit totals had been ~\$38,491, so this July 2018 number represents a bit of increase of that earlier month's gross operating receipts (difference of ~\$5,112). This ~\$43,603 recorded for July 2018 is a few hundred higher than our average for the month throughout our 10 seasons of operation. Our highest gross profits recorded for this month was in 2012 with a total of ~\$51,443. Our lowest gross profits ever recorded for this month occurred in 2015 at ~\$31,456.
- *Environmental Education and Recreational Programming:* Our regular programming in this area (including those programs more traditionally "recreational" in nature such as dog walks, etc.) saw a total of at least ~835. Our Day Camps and Nature Play Days contributing significantly to the prior month's totals, but even backing most of those out to make an apples to apples comparison this month that over 800 figure still is a very nice number of participants. And, 527 of this July monthly total represent "drop-in visitors" at our Nature Center (unconnected to any particular program). This is almost exactly the same number as last month's drop-in visitors. This shows the nature center itself is drawing 1000's of people per year, independent of the particular program offerings. So it's always nice when people also come just to enjoy our Nature Center itself, even if they aren't attending a particular program. It shows our Park Naturalist has the center looking great and serving its function as self-contained educational an entertaining stop.
- And of course while our main goal is not to make tons of money, our Summer Daycamp program not only covered its own direct operational and staffing costs it did clear ~\$3,814 beyond its direct operating expenses. These moneys will help support other programming for which our Park Naturalist and the Department hope to never have to a fee for (or at least have participants pay fully... like the Tails on the Trails pet walk program).